



Travel/Reimbursement Deadlines

Due Date	Your Action	Implications of missing the deadline	Whose deadline & policy is this?	Additional Info
<p>The 5th of the month (e.g. March charges are due by April 5th)</p>	<p>@Zl X tn xzVZbly AWMZjuzynl M?Zlk U xyZk Zl { _nxk {n k ZZ. uZl yZl VhjnXNnZX z5x Vhk ujZ(Z tn xAWMZjuzynl M?Zlk U xyZk Zl { xZunx(T Zk Mj {n b _nxk y {abylyxZNXf _nx n xzZfZ, A'</p>	<p>*_{abylyl n xZVZbZUf {az XZNMjZ ZS, Z WMI n } NMI(ZZ {aMf , Zjj UZ MjZ {n uxnVZyy tn xZunx(n {tk Z'</p>	<p>2 * * B MIVZ</p>	<p>'b MIVZ {ZNR ©*_ {azZ MZ Mf {XMyMf{bnl y dMk MZ SanZjS Vnl _ZxZl VZ xZ' byxMf{bnl SZ{Vn nxMxhu , abla alyl n tZ{ nW xZXSvZMZ MvWfZj' . uZl yZ ?Zunx(_nx {az xhuSb Vj Xb ' ' {az {xhu yMf{zZl X XNMZyB {az xZunx(azNMZjNMX Mjyb {az ' b xZfZk MfMfB ' {xMfMf{bnl zA(n {aMf xZunx(_nx future submission, after the trip concludes'</p>
<p>Within a month/30 days of submitting receipts and forms</p>	<p>Z B' tn ^ Z { Mf yZk 1 n {b bMf{bnl {aMf yMf tn xZunx(byxZNXf _nx y Uk bybnl ¥ *_ ynSyl Uk k fB' *_ tn _fZl n xZVZbZUf {aMf U { tn _fZl MjZNXf yZl { b' tn xZVZbZUf y _nxk nx tn fZl n {bZ X' y {aMf tn Vhk ujZ(ZX tn xl nl V xZunx(S, Z-zZ , nx b' nl xZ fZ, b' M X uxnVZyB ' fB' ' tn _nxZk Mjy _nxk k ZZ. uZl yZl VhjnXNnZX nx tn x b MIVZ Vnl {Mf' Otherwise, We may be waiting on information from you to complete your report (approved Travel Authorization, receipts, mileage info/address, etc). *_ {azZ yf n n {y {MfXb ' xZw Z yf y _nxk ' yS n Mf{bnl byl ZZXZx nl ' tn x uMf'</p>			
<p>Within 90 days of the travel end date for Travel Expenses / Within 90 days of the expense purchase date (the date the expense was incurred) for Personal Reimbursement</p>	<p>' j j Z. uZl yZyk y {UZ y Uk k {ZX within 90 days of the travel end date for Travel Expenses / within 90 days of the expense purchase date (the date the expense was incurred) for Personal Reimbursement' *_ AWMZj' . uZl yZuzynl M?Zlk U xyZk Zl { VaMf Zyuzunx(MZl n y Uk k {ZX within 90 days of the travel end date/the expense purchase date' n j n , {az ' b yx V{bnl yB {az Mh yZ Uh. *_ *_ tn y {h Xnl f XZ y {M X , at tn xZunx(aMf f UZZl y Uk k {ZX sZ Mh n { (n k ZZ. uZl yZl VhjnXNnZX nx tn x b MIVZ Vnl {Mf'</p>	<p>Jn , h j xZVZbZ Mf M {n n {b bMf{bnl _nxk 1 nl V xZnl j t b k f y {xMfZj VhK VaM Zyb 1 nl V xA' *_ y n _Mf Mf USYUfP S B aMf M l Z , unj b f {n N b l , fA {az ?@xZ' j Mf{bnl yS, abla b Vj XZy {az xZw bZk Zl { (n y Uk k {AWMZj Z. uZl yZuzynl M?Zlk U xyZk Zl { Z. uZl yZyB 1 nl V x , fA b a O X M y n , {az {xMfZj Zl X XNMZ Uf aZ Z. uZl yZ u xlaM yZ XNMZ' Mj xZ (n k Mf {bnl {aby {tk ZjB Z , h j xZy j { b {az _ j j M n {UZb ' xZunx(ZX Mf taxable income to the employee'</p>	<p>?@'' (n {n {aby j b l _nx {az _ j j b _n' a f {uy f h . . . ' V' Z X U j n _ u y W V h k k b M f n x j Z { b Z N K f ' U y B Z y y ' Z u z l y z ' y U y { M f { b M f ' i M f k u j b M f b n l y ' .</p>	<p>' f y j b Z j t {aM {azZ , n j X U Z u xlaM yZ y Mf Z x {az {xMfZj Zl X</p>